



Downtown Main Office
647 E. 4th St.
Long Beach, Ca 90802
Office Hours 9:00 AM to 5:00 PM
Monday-Saturday



Revised 10/03/05
Tenant Checklist

Belmont Heights Rental Office
C/O Out of the Box"
375 Redondo Ave.
Long Beach, Ca 90814

EQUAL HOUSING OPPORTUNITY
We Do Business in Accordance With
The Federal Fair Housing Law
(The Fair Housing Amendments Act of 1968)

APPLICATION CHECKLIST

In order to insure the timely processing of you application to rent, please make sure you have completed all of the following:

- One application for each adult over the age of 18 years.
- Social security number listed.
- Drivers license number listed. Copy of I.D. attached.
- A current telephone/message number listed on application.
- Complete present / past addresses listed with city & zip codes.
- Complete present / past owners / managers name and telephone numbers.
- Complete present / past employers information listed.
- S.S.I. - A.F.D.C. - Disability - Proof of income attached.
- Apt. # and apartment address listed on application.
- Application has "signature."
- Application fee attached = \$20.00 each applicant.

Only by having a complete application with the requested documents can we insure your application will be processed in a timely manner.